

SUBJECT:

**Clerk of Courts Request for Two (2) New
Positions.**

MEETING DATE:

May 2, 2023

SUBMITTED BY:

Brooke Wilson

SUGGESTED ACTION:

Consider approval of Clerk of Court's request for two (2) Senior Deputy Clerk positions for a total annual cost of \$170,498.00 and corresponding budget amendment.

FACTS AND ISSUES:

The Clerk of Courts is requesting funding for two (2) additional Senior Deputy Clerk positions for a total annual cost of \$170,498.00. The request is being made to assist with the workload created by the addition of a visiting judge to assist in Superior Court to help reduce backlogs as a result of COVID.

It is required by law to have a clerk present in every courtroom. In order to be prepared to staff the courtroom utilized by the additional judge, the Clerk's Office will need to hire two (2) additional clerks to handle the civil and criminal calendars. As courtroom positions require extensive training, it will be imperative that these clerks are hired immediately to begin training to be ready to work in a courtroom by June when the new judge is expected.

A budget amendment is required to allocate ARPA funding to the Clerk of Court's office.

ATTACHMENTS:

[Final Memorandum, Personnel Request, Budget Amendment.pdf](#)